Information Memorandum Transmittal
Developmental Disabilities Services

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Number: DD-IM-21-052
Issue date: 7/7/2021

Topic: Developmental Disabilities

Subject: New CAM Reports for Incident Management Team Trending.

Applies to (check all that apply):

- All DHS employees
- Area Agencies on Aging: {Select type}
- Aging and People with Disabilities
- Self Sufficiency Programs
- County DD Program Managers
- Support Service Brokerage Directors
- ODDS Children’s Residential Services
- Child Welfare Programs
- County Mental Health Directors
- Health Services
- Office of Developmental Disabilities Services (ODDS)
- ODDS Children’s Intensive In-Home Services
- Stabilization and Crisis Unit (SACU)
- Other (please specify):

Message:
ODDS would like to make CAM (Centralized Abuse Management system) users aware of a new report, and a modification to an existing report, for Incident Management Team trending. To ensure the user has access to accurate data from the system, we made a stand-alone report for Recommended Actions from Serious Incidents. This resulted in two reports in CAM: SI with County/Brokerage and SI with Recommended Actions.

Both reports exist in the public folder in CAM, DD Serious Incident Reports, and can be accessed by following the below steps:

1: Log into CAM and select the Reports tab. On the Reports page, locate ALL FOLDERS on the left side of the screen.
2: Scroll down the list of Folders until you find: DD Serious Incident Reports. Select the DD report folder:
3: By scrolling down the list of reports, you will find both SI with County/Brokerage and SI with Recommended Actions.

<table>
<thead>
<tr>
<th>REPORTS</th>
<th>Name</th>
<th>Description</th>
<th>Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recent</td>
<td>SI- Last 30 Days, Prime, and Summary</td>
<td>Shows how many closed SIs were closed timely/un-timely</td>
<td>DD Serious Incident Reports</td>
</tr>
<tr>
<td>Created by Me</td>
<td>Days late summary by owner</td>
<td></td>
<td>DD Serious Incident Reports</td>
</tr>
<tr>
<td>Private Reports</td>
<td>SI with Type and Provider</td>
<td></td>
<td>DD Serious Incident Reports</td>
</tr>
<tr>
<td>Public Reports</td>
<td>All SI’s - Community Pathways</td>
<td></td>
<td>DD Serious Incident Reports</td>
</tr>
<tr>
<td>All Reports</td>
<td>07_09_2021 Malheur</td>
<td></td>
<td>DD Serious Incident Reports</td>
</tr>
<tr>
<td>FOLDERS</td>
<td>SI with County/Brokerage</td>
<td>SI with SI Types</td>
<td>DD Serious Incident Reports</td>
</tr>
<tr>
<td></td>
<td>SI with Recommended Actions</td>
<td>SI with fields for Recommended Actions</td>
<td>DD Serious Incident Reports</td>
</tr>
</tbody>
</table>

**Communication/training:**
This transmittal will be discussed during the next Monthly Transmittal Review. These meetings are held the second Wednesday of every month at 2 pm using the TEAMS platform. The link to participate is here: [Join Microsoft Teams Meeting](#), or you can call 971-277-2343 using conference ID: 468 508 153# to hear only the audio portion of the meeting. Please send questions in advance to [ODDS.Questions@dhsoha.state.or.us](mailto:ODDS.Questions@dhsoha.state.or.us).

If you have any questions about this information memorandum, contact: [Joshua.J.Stogsdill@dhsoha.state.or.us](mailto:Joshua.J.Stogsdill@dhsoha.state.or.us)